

REPORTS INVENTORY

CONTROL NO.
DDS/RAB -7

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)
Forms Management Status Reports - Numerical alpha functional
OPI

2. TYPE OF REPORT
☐ STATISTICAL
☐ NARRATIVE
☒ MACHINE-NAME LISTING

3. FUNCTIONAL AREA
☐ PERSONNEL
☐ LOGISTICS
☐ MEDICAL
☐ TRAINING
☐ SECURITY
☐ FINANCE

☒ ADMIN. GENERAL
OTHER (specify)

4. NO. OF COPIES PREPARED
192

5. FREQUENCY (weekly, monthly, quarterly, etc.)
Quarterly

6. DISTRIBUTION (No. of components not number of copies)
48

7. FORMAT (memorandum, form, computer print-out, etc.)
Print Out

8. ADP PROCESSING
☒ YES IF YES GIVE ADP PROCESSING NO.
20006
☐ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

10. PREPARING COMPONENT (include lowest level contributing information to report)

RAB

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

F 2969 Monthly Activities

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
							Costs are charged to RAB-6 which is the basic input

B. COSTS OF COMPUTER PRODUCED REPORTS

						\$7,200
TOTAL COSTS PER YEAR						\$7,200

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Report begun in 1953

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☐ RETAIN AS IS
☐ CHANGE
☐ DISCONTINUE
☐ OTHER (explain)

ESTIMATED SAVINGS

MAN-HOURS DOLLARS

15. DATE OF INVENTORY

10/9/70

16. INFORMATION

18. EXTENSION